



Department of General Services  
Procurement Division  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605-2811

State of California  
**Western States Contracting Alliance**  
**Master Price Agreement**  
**User Instructions**  
**(Incorporates Supplement #1-3)**

CONTRACT NUMBERS:	VARIOUS
CONTRACTOR(S):	VARIOUS
PRODUCTS/SERVICES:	WSCA MAILING EQUIPMENT AND MAINTENANCE
CONTRACT TERM:	VARIOUS through 11/08/2008
DISTRIBUTION LIST:	POSTED ELECTRONICALLY ON DGS/PD/WSCA INTERNET WEB PAGE

The most current User Guide and California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and California General Provisions.

**1. OVERVIEW**

The purpose of this WSCA Master Price Agreement is to provide a purchasing vehicle for **Mailing Equipment and Maintenance** for all State Agencies and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

While the State of California makes this WSCA Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this WSCA Master Price Agreement is consistent with its procurement policies and regulations.

**Original Signature on File**

**Skip Ellsworth, Manager, Multiple Award Program**

**4/7/2008**

**Effective Date**

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**2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT**

Department of General Services, Procurement Division  
Multiple Award Program - WSCA  
707 Third Street, 2nd Floor  
West Sacramento, CA

Contact: Lenaya Salman  
Phone: 916/375-4389  
Fax: 916/375-4663  
E-Mail: [lenaya.salman@dgs.ca.gov](mailto:lenaya.salman@dgs.ca.gov)

**3. WSCA CONTRACT INFORMATION**

See Attachment A for list of awarded contract(s) and contract Terms and Conditions.

**4. WSCA BASE CONTRACT**

These WSCA contracts are based on some or all of the products and/or services and prices from the WSCA **Mailing Equipment and Maintenance** State of Arizona contracts listed below:

- Hasler, Inc. # ESP050076-A2-1
- Neopost, Inc. # ESP050076-A2-3
- Pitney Bowes, Inc. # ESP050076-A2-2

A copy of the actual WSCA Master Price Agreement is available on the Internet at:

[http://www.aboutwsca.org/contracts/mailroom\\_equipment.cfm](http://www.aboutwsca.org/contracts/mailroom_equipment.cfm)

**5. CONTRACT TERM**

The contract term for the California Participating Addendum is **Various** through **11/08/2008**.

**6. CERTIFICATION**

A signed certification of compliance with state information technology policies is required for all information technology procurements that cost \$100,000 or more and are in support of a development effort (SAM Section 4819.41). Development is defined in SAM Section 4819.2 as "Activities or costs associated with the analysis, design, programming, staff training, data conversion, acquisition and implementation of new information technology applications." Procurements of hardware, software and services (including interagency agreements) are included in this requirement. Acquisition of telecommunications equipment used exclusively for voice does not apply.

A certification is not required for:

1. Procurements for less than \$100,000;
2. Procurements limited only to maintenance services;
3. Procurements in support of previously approved efforts. See SAM Section 4819.40;
4. Procurement of services to conduct a feasibility study, provided the services are limited to supporting or conducting the feasibility study and/or preparing the feasibility study report (SAM Sections 4927 and 4928); or
5. Procurements of/excluded activities as described in SAM Section 4819.32.

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**7. GUIDELINES/RULES**

- a. Ordering state agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, California Acquisition Manual and California Codes.
- b. State and local government agency use of WSCA contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the WSCA program is consistent with its procurement policies and regulations.

**8. DOLLAR THRESHHOLDS (Local Governments are Exempt)**

- WSCA Program Limitation: \$500,000.
- All orders are subject to most current Management Memo (Currently MM 03-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued.
- All WSCA orders over \$250,000.00 must be reported to DGS/PD within 5 working days of execution using the Notice of Contract Award (NCA). Approval by the department's Agency Secretary and Department Director or immediate next ranking official must be secured on the order and must be an original signature. The location on the order for the signatures is up to each individual ordering entity. A copy of the NCA must be retained in the procurement file.
- For all orders under this contract, the ordering agency is not required to obtain three quotes. For State Agency orders exceeding \$500,000.00, the ordering agency must have DGS approval prior to issuance of the purchase order.

Go to DGS/PD web site [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) to obtain a copy of the most current Management Memo (currently MM 03-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued. Exempt entities are not subject to these order limits

**9. PRICING**

Agencies should contact the contractor to see if there is a large quantity discount available. Additionally, educational discounts may be available for educational entities. Please contact the contractor for additional information. See Attachment A for pricing.

**10. EXECUTING THE PURCHASE ORDER**

**THE WSCA/STATE OF CALIFORNIA CONTRACT NUMBER MUST BE SHOWN ON THE PURCHASE ORDER.**

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.osp.dgs.ca.gov/pdf/std065.pdf>

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The ordering agency defines the project scope to determine which goods and related services are needed, and checks the electronic catalog for pricing. Then the ordering state agency completes a Form 65 (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the Form 65 to the selected Contractor. NOTE: CAL-Card (procurement card; i.e. visa) orders are also accepted.

As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

**11. ON-LINE ORDERING**

Contact the supplier representative to discuss setting up an online ordering website for your agency. State agencies must still provide a copy of the ordering document to the Department of General Services, Procurement Division. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. THE AGENCY BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT (**Local Governments are Exempt**).

**12. PURCHASE ORDER DISTRIBUTION**

For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. For local agencies, copies of purchase orders are not required.

Department of General Services  
Procurement Division  
Data Entry Unit-Second Floor North  
P.O. Box 989052  
West Sacramento, CA 95798-9052  
IMS: Z-1

State Controller's Office  
3301 C Street, Room 404  
Sacramento, CA 95814  
Attn: Audit Unit

**13. PAYMENTS AND INVOICES**

**a. Payment Terms**

See **WSCA Supplier Contract Information** (Attachment A) for Payment Terms.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Local government agencies may make payments according to their statutory requirements.

**b. Payee Data Record (Std. 204)**

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

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**14. ELECTRONIC WASTE RECYCLING**

The Electronic Waste Recycling Act of 2003 requires retailers to collect a recycling fee from consumers on covered electronic devices starting January 1, 2005. California Public Resources Code, Section 42463(f) defines a “covered electronic device” as a video display device containing a screen greater than four inches measured diagonally. See the code identified above for more information and exceptions to this definition.

The Integrated Waste Management Board is implementing this new legislation, and the Board of Equalization is responsible for collecting these recycling fees from retailers. See the following two websites for more information on this topic:

<http://www.ciwmb.ca.gov/Electronics/Act2003/>

<http://www.boe.ca.gov/sptaxprog/ewaste.htm>

The electronic waste recycling fee must be shown as a line item on the agency purchase order before the Contractor can include it on their invoice.

**15. TERMINATION**

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the WSCA Master Price Agreement concerning failure to perform or upon mutual consent.

**16. DGS ADMINISTRATIVE FEE**

The agency will not be charged the DGS Administrative fee and agencies will not be invoiced by the contractor for the use of this contract.

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**ATTACHMENT A**

**WSCA CONTRACT ORDERING INFORMATION**

Contractor Name	<b>HASLER, INC.</b>
Contract Number	<b>EPS050076-A2-1</b>
Contract Term Dates	<b>3/28/2006 through 11/8/2008</b>
WSCA Master Agreement	<a href="http://www.aboutwsca.org/contracts/mailroom_equipment.cfm">http://www.aboutwsca.org/contracts/mailroom_equipment.cfm</a>
CA General Provisions	<a href="http://www.pd.dgs.ca.gov/wsca/wscamailing.htm">http://www.pd.dgs.ca.gov/wsca/wscamailing.htm</a>
CA Participating Addendum	<a href="http://www.pd.dgs.ca.gov/wsca/wscamailing.htm">http://www.pd.dgs.ca.gov/wsca/wscamailing.htm</a>
Ordering Address	<b>P.O. Box 3808 Milford, CT 06460-8708</b>
Contact	<b>Larry Waters</b>
Phone	<b>281/374-6688</b>
Fax	<b>203/301-2804</b>
Email	<a href="mailto:lwaters@haslerinc.com">lwaters@haslerinc.com</a>
Pricing (Website) Category Warranty Delivery Shipping Freight	<b>Go to <a href="https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf">https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf</a>, click on the search bar that is on the left. Select contract from the drop down menu and enter contract number EPS050076 in the text search field. The links will take you into the individual contracts along with the attached documents with pricing and descriptions. You can also go to Hasler's website at <a href="http://www.haslerinc.com/wsca">www.haslerinc.com/wsca</a>.</b>
Contractor Ownership Information	<b>Hasler, Inc.</b> is a large business enterprise.
Payment Terms	Net 45 days
FEIN	06-0798192
California Seller's Permit	<b>Hasler, Inc.</b> 's California Seller's Permit No. is <b>30605941</b> .  Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .
CAL-Card Accepted	<b>Hasler, Inc.</b> accepts the State of California credit card (CAL-Card).  A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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**WSCA CONTRACT ORDERING INFORMATION**

Contractor Name	<b>NEOPOST, INC.</b>
Contract Number	<b>EPS050076-A2-3</b>
Contract Term Dates	<b>3/17/2006 through 11/8/2008</b>
WSCA Master Agreement	<a href="http://www.aboutwsca.org/contracts/mailroom_equipment.cfm">http://www.aboutwsca.org/contracts/mailroom_equipment.cfm</a>
CA General Provisions	<a href="http://www.pd.dgs.ca.gov/wsca/wscamailing.htm">http://www.pd.dgs.ca.gov/wsca/wscamailing.htm</a>
CA Participating Addendum	<a href="http://www.pd.dgs.ca.gov/wsca/wscamailing.htm">http://www.pd.dgs.ca.gov/wsca/wscamailing.htm</a>
Ordering Address	<b>30955 Huntwood Hayward, CA 94544</b>
Contact	<b>Stacey Graham</b>
Phone	<b>510/489-6800, ext. 2921</b>
Fax	<b>832/553-7337</b>
Email	<a href="mailto:s.graham@neopost.com">s.graham@neopost.com</a>
Pricing (Website) Category Warranty Delivery Shipping Freight	Go to <a href="https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf">https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf</a> , click on the search bar that is on the left. Select contract from the drop down menu and enter contract number EPS050076 in the text search field. The links will take you into the individual contracts along with the attached documents with pricing and descriptions.
Contractor Ownership Information	<b>Neopost, Inc.</b> is a large business enterprise.
Payment Terms	Net 45 days
FEIN	94-2388882
California Seller's Permit	<b>Neopost, Inc.</b> 's California Seller's Permit No. is <b>21686444</b> .  Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .
CAL-Card Accepted	<b>Neopost, Inc.</b> accepts the State of California credit card (CAL-Card).  A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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**WSCA CONTRACT ORDERING INFORMATION**

Contractor Name	<b>PITNEY BOWES, INC.</b>
Contract Number	<b>EPS050076-A2-2</b>
Contract Term Dates	<b>3/17/2006 through 11/8/2008</b>
WSCA Master Agreement	<a href="http://www.aboutwsca.org/contracts/mailroom_equipment.cfm">http://www.aboutwsca.org/contracts/mailroom_equipment.cfm</a>
CA General Provisions	<a href="http://www.pd.dgs.ca.gov/wsca/wscamailing.htm">http://www.pd.dgs.ca.gov/wsca/wscamailing.htm</a>
CA Participating Addendum	<a href="http://www.pd.dgs.ca.gov/wsca/wscamailing.htm">http://www.pd.dgs.ca.gov/wsca/wscamailing.htm</a>
Ordering Address	<b>3775 N. Freeway Blvd., Suite 100 Sacramento, CA 95834-1926</b>
Contact	<b>John W. Winslow</b>
Phone	<b>800/322-8000, ext. 58910</b>
Fax	<b>916/924-0776</b>
Email	<a href="mailto:john.winslow@pb.com">john.winslow@pb.com</a>
Pricing (Website) Category Warranty Delivery Shipping Freight	Go to <a href="https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf">https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf</a> , click on the search bar that is on the left. Select contract from the drop down menu and enter contract number EPS050076 in the text search field. The links will take you into the individual contracts along with the attached documents with pricing and descriptions.
Contractor Ownership Information	<b>Pitney Bowes, Inc.</b> is a large business enterprise.
Payment Terms	Net 45 days
FEIN	06-0495050
California Seller's Permit	<b>Pitney Bowes, Inc.</b> 's California Seller's Permit No. is <b>98005500</b> .  Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .
CAL-Card Accepted	<b>Pitney Bowes, Inc.</b> accepts the State of California credit card (CAL-Card).  A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.